

DRAFT

AC-01

ABBREVIATED

CORRECTIVE ACTION PLAN and BUDGET FORMAT

for Ground Water Monitoring

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PETROLEUM RELEASE SECTION (DEQ-PRS)
(Revised May 1, 2003)

An outline has been developed by PRS to illustrate basic information an ***Abbreviated Work Plan and Budget*** must contain before it will be reviewed by PRS. Abbreviated Corrective action plan/Budgets are requested by PRS when either a plethora of site information already on-file makes additional background or detailed plan information redundant, or when the tasks are routine, or when a more in-depth corrective action plan/budget containing detailed background and proposed investigation or corrective action information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *abbreviated corrective action plan and budget* for groundwater monitoring when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is a title page, table of contents, executive summary, site history or background narrative, site map, groundwater or plume maps, detailed descriptions of purpose/procedures/methods/or scopes of work, tabular presentation of historic data or results, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or fax transmittal) by PRS.

1.0 COVER LETTER (One Page)

- 1.1 Date
- 1.2 Responsible Party's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
 - 1.4.1 Title (Abbreviated Corrective action plan and Budget for [specify task] for the petroleum release at) and facility information (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.5 Introductory paragraph containing reference to PRS request for abbreviated corrective action plan and budget, and purpose of proposed (specific tasks to be conducted) event.
- 1.6 Scope and schedule paragraph specifying the monitoring wells that are to be sampled, number of samples to be collected, sample collection method proposed (purge, no-purge, hand bail, peristaltic pump, etc.), laboratory analysis proposed, and approximate date of field activities.
- 1.7 Disposal of investigation derived waste plan.
- 1.8 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 BUDGET

- 2.1 Labor to prepare the subject abbreviated corrective action plan and budget
- 2.2 Groundwater Monitoring Unit-Cost Worksheet (preferable), or
- 2.3 Time and Materials (if requested by PRS)
 - 2.3.1 Materials
 - 2.3.2 Equipment
 - 2.3.3 Labor
 - 2.3.4 Reporting (abbreviated event summary, or standard report, whichever is required by PRS)